

REQUEST FOR PROPOSAL (RFP)

RFP NO. DHS/SSD-RFP-07-01

Issued By:

DEPARTMENT OF HUMAN SERVICES,

SOCIAL SERVICES DIVISION

for

STATE OF HAWAII

DEPARTMENT OF HUMAN SERVICES

SEALED BIDS TO

PROVIDE ASSISTANCE TO

**DESIGN, DEVELOP, IMPLEMENT AND MANAGE MODIFICATIONS TO THE
EXISTING DHS SSD NETWORK**

August 25, 2006

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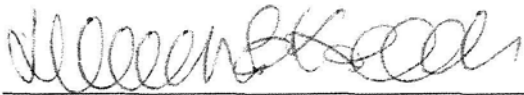
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2. NOTICE TO OFFERERS

Sealed Proposals to PROVIDE ASSISTANCE TO DESIGN, DEVELOP, IMPLEMENT AND MANAGE MODIFICATIONS TO THE EXISTING DHS SSD NETWORK will be received at the Department of Human Services (DHS), Social Services Division, 810 Richards Street, Suite 400, Honolulu, Hawaii 96813 until September 25, 2006, 4:30 p.m., HST.

RFP specifications and proposal forms may be obtained and/or examined in the above office from August 25, 2006 through September 25, 2006; 9:00 a.m. - 2:00 p.m., HST

Each prospective Offerer must file a copy of the INTENT TO SUBMIT PROPOSAL form with the same office by September 1, 2006, 2:00 p.m., HST.

A handwritten signature in dark ink, appearing to read 'Lillian B. Koller', is written over a horizontal line.

Lillian B. Koller, ESQ., Director
Department of Human Services

3. SIGNIFICANT DATES

1. RFP Available for Pickup _____ August 25, 2006 – September 25, 2006
10:00 a.m. – 2:00 p.m., HST
2. Intent to Submit Proposal Deadline _____ September 1, 2006; 2:00 p.m., HST
3. Written Questions Deadline _____ September 8, 2006; 2:00 p.m., HST
4. Proposal Submission Deadline _____ September 25, 2006; 4:30 p.m., HST
5. Evaluation of Proposals _____ September 26, 2006 - October 5, 2006
6. Contractor Selection and Award* _____ October 6, 2006 – October 12, 2006

* - The AWARD of this bid shall be contingent upon all approvals and funding being received.

4. REQUEST FOR PROPOSAL

A. GENERAL INFORMATION

The State of Hawaii, Department of Human Services (DHS), Social Services Division (SSD) is seeking professional services to provide assistance to design, develop, implement and manage modifications to the existing DHS SSD network.

The technical consultant will assist the DHS to replace SSD's Administration and Child Welfare Services (CWS) servers and Administration PCs and integrate SSD's upgraded security and network components into the existing DHS network, provide needed configuration modifications to maximize the infrastructure currently in place, provide technical support, problem resolution and technical knowledge transfer to DHS personnel.

These services will allow the Division to maximize the current telecommunication network infrastructure, to ensure a stable environment for continued and increased efficiency in day-to-day operations, and to be responsive to the informational needs of clients, agencies and the public.

The required services and instructions for preparing a response to this IT Professional Services request are detailed in the sections that follow. The Requirements section provides details on what is being requested from this bid. The Proposal Packet section describes the structure of the proposal packet and its contents, including cost, project organization and staffing, corporate background and experiences.

B. PURPOSE OF REQUEST FOR PROPOSAL

The purpose of the RFP is to receive proposals to Provide Assistance to Design, Develop, Implement and Manage Modifications to the Existing DHS SSD Network.

Each technical solution must utilize proven techniques to meet the requirements.

The technical specifications and requirements are detailed in Section 6.

C. SIGNIFICANT DATES

The Significant Dates lists all deadlines of the RFP. Any changes to the schedule will be in writing and distributed to all Offerers in a timely and meaningful manner.

D. ISSUING OFFICE AND CONTACT PERSON

The RFP issuing office is:

**Social Services Division
810 Richards Street, Suite 400
Honolulu, Hawaii 96813
Attention: David Paik**

Systems Operations Program Specialist

E. CONSULTANT SELECTION PROCESS

The procurement process provides for the evaluation of proposals and selection of the winning proposal in accordance with State law, regulations and the following process.

Final selection will not be based on cost alone. Proposals will be evaluated on the basis of which Offerer can best provide the services described in scope of services, work plan, staffing and experience of the staff, and project management, control method and experience.

Each Offerer will be accorded fair and equal treatment prior to the submittal date specified in the RFP with respect to any opportunity for discussion and clarity of the proposal.

The Department reserves the right to request necessary amendments, reject any or all proposals received, waive defects and/or cancel this RFP, or negotiate separately in any manner necessary to serve the best interests of the State. The Department does not intend to award a contract solely on the basis of this request: the proposal information obtained will be used to help determine the overall suitability of the services to be provided.

F. INTENT TO SUBMIT PROPOSAL

The letter of "Intent to Submit Proposal" (Attachment A) form in response to this RFP is mandatory and must be received by the issuing office no later than the date and time specified in the Significant Dates. Only offerers who have submitted a letter of intent will be allowed to submit a proposal and be guaranteed of receiving all mailings relating to this RFP, including addendums.

Mr. David Paik, Issuing Officer
Department of Human Services
Social Services Division
810 Richards Street, Suite 400
Honolulu, HI 96813

G. WRITTEN QUESTIONS

Prospective offerers may submit technical and contractual questions regarding the RFP in writing to the issuing office no later than the date and time specified in the Significant Dates. Telephone questions will not be permitted. The State will accept written questions submitted by facsimile, e-mail or through the U.S. Postal Service or a commercial service; however the State will not be responsible for any missed or late delivery.

All questions and answers regarding this RFP will be sent to all offerers who submitted a letter of intent. The questions and answers will become an addendum to the RFP. Only written responses by the State will be considered official. The names of firms submitting written questions will not be disclosed.

H. USE OF TELEFACSIMILE MACHINES AND E-MAIL

The State may use facsimile machines or e-mail to transmit information to prospective offerers in addition to the U.S. Postal Service and commercial delivery services for original copy.

Prospective offerers assume sole responsibility for ensuring that the State actually receives (on a timely and complete basis) written questions and other inquiries.

- The State telefacsimile number offerers may use is (808) 586-5700.
- The e-mail address is dpaik@dhs.hawaii.gov.

Offerers may not submit technical or cost proposals by telefacsimile or electronically. Proposals submitted in whole or in part by facsimile, eMail, by modem, or an electronic media will be rejected.

I. ORAL PRESENTATIONS

Offerers may be required to make an oral presentation of their proposal. If an oral presentation is requested, the Offerer must send key personnel, including the proposed Project leader. Such presentations provide an opportunity for the Offerer to clarify its proposal to ensure a thorough mutual understanding. The RFP contact person of the issuing office will notify those Offerers selected to give oral presentations.

J. DISQUALIFICATION OF PROPOSALS

The Department reserves the right to consider as acceptable only those proposals submitted in accordance with all technical requirements set forth or referenced in this RFP and which demonstrate an understanding of the requirements and the scope of work requested.

A proposal will be disqualified and the proposal automatically rejected for any one or more of the following reasons:

1. Proof of collusion among Offerers, in which case, all proposals involved in the collusive action will be rejected and any participant to such collusion will be barred from future bidding until reinstated as a qualified Offerer.
2. Offerer's lack of responsibility and cooperation as shown by past work or services rendered.
3. Offerer's being in arrears on existing contracts with the State or having defaulted on previous contracts.
4. Delivery of the proposal after the deadline specified in the Significant Dates.
5. Offerer's failure to pay, or satisfactorily settle all bills overdue for labor and materials on previous contracts with the State at the time of issuance of the RFP.
6. Transmittal Letter is unsigned.
7. Proposal contains items non-compliant with applicable law; proposal is conditional, incomplete, or irregular in such a way as to make the proposal incomplete, indefinite, or ambiguous as to its meaning.

8. Proposal has provisions reserving the right to accept or reject award, or to enter into a contract pursuant to an award, or provisions contrary to those required in this solicitation.
9. Proposal is inconsistent such that price for any phase is obviously out of proportion to the prices for other phases.

Only one proposal for the same work from an individual, firm, partnership, corporation or joint venture under the same or different names will be accepted. If more than one proposal is offered for the same work only the lowest priced proposal will be considered, all others will be automatically rejected. However, competing subsidiary or jointly-owned companies may submit proposals and these may be accepted for evaluation and award if such companies submit with their proposals a certificate of non-collusion, sworn to before a notary, which acknowledges that the proposals are offered without collusion.

All proposals become the property of the State of Hawaii. The successful proposal will be incorporated in the resulting contract by reference.

K. EXECUTION OF CONTRACT

The successful Offerer will be required to enter into a formal written contract with the Department in accordance with the laws, rules and regulations of the State of Hawaii. The contract to be entered into between the Department and the selected Offerer is in Appendix A.

This RFP, the Agreement and General Conditions (Appendix A) become the terms and conditions of this agreement. The Offerer in its proposal, which, if successful, will become part of the contract, therefore must specifically define any deviations.

This RFP is specifically not intended to solicit proposals for contracts on the basis of cost plus or open-ended rate schedules with the exception that any additional technical services may be negotiated on a task order basis for a firm fixed price.

The funds available for this project are limited. The Department reserves the right to contract for all or portions of the services being solicited whichever appear to be in the best interest of the State. If the Department is not satisfied with the awarded contractor's work on the project and the contract is for all of the services, the Department reserves the right to cancel the contract and request new proposals for the remainder of the services.

Upon selection and award for the work, the Department will send the formal contract to the successful Offerer for signature and execution. The contract shall be signed by the successful Offerer and returned with other required documents, within eight (8) calendar days after receipt by the Offerer or within such further time as the Director may allow.

No contract shall be binding upon the Department until the contract has been fully and properly executed by all the parties thereto and the State Comptroller has, in accordance with the Section 103-39, Hawaii Revised Statutes, endorsed thereon his certificate that there is an available unexpended appropriation or balance of appropriation over and above all outstanding contracts sufficient to cover the amount required by such contract. Further, the contract shall not be considered to be fully executed unless the Department of the Attorney General of the State of

Hawaii has approved the contract as to form and the Director of the Department of Human Services has signed the contract.

Any work performed by the successful Offerer prior to receipt of a "Notice to Proceed" letter and a fully executed copy of the contract shall be at the Offerer's own risk and expense. The State and the Department are not and will not be liable for any work, contract costs, expenses, loss of profits or damages whatsoever incurred by the successful Offerer prior to the receipt of a fully executed contract.

If the successful Offerer is other than a sole proprietorship, it shall submit satisfactory evidence (certificate or corporate resolution, power of attorney or other such evidence of authority) of the signer's authority to execute on the contract date the contract on behalf of the successful Offerer.

Costs for developing the proposals are solely the responsibility of the Offerers, whether or not any award results from this solicitation. The State will not provide any reimbursement to any Offerer for such costs. Any cost associated with oral presentations to the Department will also be the responsibility of the Offerer and will not be charged to the State.

L. SUBCONTRACTS

If selected, the Offerer is fully responsible for all work performed under the contract. In the event of a proposal submitted jointly by more than one organization, one organization must be designated as the prime Contractor. All other participants shall be designated as subcontractors.

The Contractor may, with the approval of the Department, after the signing of the contract enter into written subcontract(s) for performance of certain of its functions under the contract. Subcontracts must be approved in writing by the Department prior to the effective date of any subcontract. Reasons must be presented in writing for any subcontract to be awarded outside the State of Hawaii. No subcontract that the Contractor enters into with respect to performance of this contract shall in any way relieve the Contractor of any responsibility for performance of duties.

The Contractor shall give the Department immediate notice by certified mail of any action or suit filed and prompt notice of any claim made against the Contractor by any subcontractor or vendor which in the opinion of the Contractor may result in litigation related in any way to the contract with the Department.

5. SPECIAL PROVISIONS

A. SCOPE

Work included under the contract awarded pursuant to this RFP shall assist the Department in:

- Support in the replacement of the SSD Administration PCs (City Center and Waiakamilo Business Center).
- Upgrade the Windows 2000 domain controllers at the main core (Liliuokalani Building) to Windows 2003.
- Support the replacement of Windows 2000 servers with Windows 2003 servers at SSD Administration (City Center and Waiakamilo Business Center) and the Child Welfare Service sites.
- Provide technical and connectivity support in the operation and maintenance of this network infrastructure for optimal use and flexibility.
- Providing technical training to State Information Technology staff.

All products and services required to complete this RFP shall be provided to the State of Hawaii, Department of Human Services in accordance with these SPECIAL PROVISIONS, SCOPE OF SERVICE, and AGREEMENT/GENERAL CONDITIONS (Appendix A).

The State, at its option, may elect to contract with the awarded Offerer for all or portions of the total services to be performed.

All proposals submitted must be legible and must be in accordance with the terms and conditions stated herein.

B. EVALUATION AND SELECTION

Only those proposals that meet all of the terms, conditions, and requirements specified in this RFP shall be considered. All other proposals submitted shall be considered non-responsive and will be eliminated from the evaluation and selection process.

Each eligible proposal will be reviewed by a Selection Committee to determine conformance to all of the terms, conditions, and requirements specified in this RFP. All mandatory requirements must be met by the proposal submitted.

Offerer(s) may be asked to provide additional information on technical and other specifications proposed to the selection committee with a two (2) workday notice.

All responses will be verified to ascertain that the Offerer meets the requirements specified in the Technical Specifications, Special Provisions, and General Conditions of the RFP. Offerer(s) may be required, at the option of the State and at the Offerer's expense, to prove by demonstration and/or published industry standard specifications that they meet each of the requirements specified in the RFP. Offerer(s) failing to meet any requirement specified in the RFP will be eliminated from further consideration.

C. DELIVERY AND ACCEPTANCE

Hardware and/or software products shall be delivered to designated site(s) as scheduled in the contract. The risk of loss or damage to software before delivery and testing for acceptance shall be the responsibility of the Offerer.

Upon completion and delivery of any tasks, the State shall coordinate with Offerer and follow agreed procedure and process for acceptance of all delivered products to the satisfaction of the State.

D. FAILURE TO DELIVER

The Offerer shall deliver products awarded in this contract in accordance with terms and conditions herein. Failure to deliver may be cause for termination of contract and the barring of the Offerer from future bidding. If the Offerer is unable or refuses to deliver the product(s) within the time specified, it shall be the Offerer's responsibility to obtain prior approval to delay delivery for a specified delivery time. If the Offerer fails to request approval to delay delivery or if the State denies the request, the State reserves the right to terminate the contract and may bar the Offerer from future bidding.

E. INSURANCE

The offerer shall provide at the time of proposal submittal, proof of insurance.

F. TERMINATION OF THE CONTRACT

An exhibit of the State standard form contract and General Conditions is contained in Appendix E of this RFP. The General Conditions dated 12/04 provides for termination of the contract under various conditions. This section provides additional termination provisions of the contract which Offeror is advised to review carefully and completely.

The awarded contract may terminate or may be terminated by the DHS for any or all of the following additional reasons:

- (1) In the event of the insolvency of or declaration of bankruptcy by the Consultant; and
- (2) In the event sufficient appropriated, otherwise unobligated funds no longer exist for the payment of the DHS obligations hereunder.

Each of the conditions mentioned above are described in further detail in the following subsections.

TERMINATION FOR BANKRUPTCY OR INSOLVENCY

In the event that the Consultant shall cease conducting business in the normal course, become insolvent, make a general assignment for the benefit of creditors, suffer or permit the appointment of a receiver for its business or its assets or shall avail itself of, or become subject to, any proceeding under the Federal Bankruptcy

Act or any other statute of any State relating to insolvency or the protection of the rights of creditors, DHS may, at its option, terminate this contract.

In the event the DHS elects to terminate a contract under this provision, it shall do so by sending notice of termination to the Consultant by registered or certified mail, return receipt requested. The date of termination shall be deemed to be the date such notice is mailed to the Consultant, unless otherwise specified.

TERMINATION FOR UNAVAILABILITY OF FUNDS

Notwithstanding any other provision of this contract, the parties hereto agree that the charges hereunder are payable by the DHS solely from appropriations received by DHS from the Legislature of the State of Hawaii.

In the event such appropriations are determined, at the sole discretion of the Director of DHS, to no longer exist, or to be insufficient with respect to charges payable hereunder, this contract shall terminate without further obligations or liability of DHS as of that moment. In such event, the Director of DHS shall certify to the Consultant the occurrence thereof, and such certification shall be conclusive.

TERMINATION FOR DEFAULT

The failure of the Consultant to comply with any terms, conditions, or provisions of the contract shall constitute a default by the Consultant. In the event of a default, DHS shall notify the Consultant by certified or registered mail, return receipt requested, of the specific act or omission of the Consultant which constitutes default. The Consultant shall have fifteen (15) business days from the date of receipt of such notification to cure such default.

In the event of a default, and during the above-specified grace period, performance under the contract shall continue as though the default had never occurred. In the event the default is not cured in fifteen (15) business days, DHS, may, at its sole option, terminate the contract for default. Such termination will be accomplished by written notice of termination, forwarded to the Consultant by certified or registered mail, return receipt requested and shall be effective on the close of business on the date specified in the notice of termination.

If it is determined after the notice of termination for default, that the Consultant's failure was due to causes beyond the control and without error negligence of the Consultant, the termination shall be deemed a termination for convenience under subsection 41.340 below.

DHS' decision not to declare default shall not be deemed a waiver of such default for the purpose of any other remedy a Consultant may have.

TERMINATION FOR CONVENIENCE

DHS may terminate performance of work under the contract in whole or in part whenever, for any reason, DHS determines that such termination is in the best

interest of the State of Hawaii. In the event that DHS elects to terminate the contract pursuant to this provision, it shall so notify the Consultant by certified or registered mail, return receipt requested. The termination shall be effective as of the date specified in the notice.

When interests of the Consultant so require, the Consultant may terminate the contract for convenience by providing the DHS with six (6) months written notice. In the event that the Consultant elects to terminate the contract pursuant to this provision, it shall so notify the DHS by certified or registered mail, return receipt requested.

TERMINATION FOR LACK OF VIABILITY

Notwithstanding any other provision of the contract, the parties hereto agree that in the event that the DHS determines at the sole discretion of the Director of DHS, that program integration initiatives and programmatic or operational efficiencies are not achievable with respect to the intent of the contract, the contract shall terminate without further obligation of DHS as of that moment. In such event, the Director of DHS shall issue a letter of such termination to Consultant sent by certified or registered mail, return receipt requested. The date of termination shall be effective as of the date specified in the letter of termination.

PROCEDURE FOR TERMINATION FOR REASONS UNDER TERMINATION OF THE CONTRACT

The consultant shall:

- (1) Stop work under the contract on the date and to the extent specified in the notice of termination;
- (2) Place no further orders or subcontracts for materials, services, or facilities, except as may be necessary for completion of the work under the portion of the contract that may not be terminated;
- (3) Terminate all orders and subcontracts to the extent that they relate to the performance of work terminated by the notice of termination;
- (4) Assign to DHS in the manner and to the extent directed by the Procurement Officer, of the right, title, and interest of the Consultant under the orders or subcontracts so terminated, in which case DHS shall have the right, in its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;
- (5) With the approval of the Procurement Officer, settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, the cost of which would be reimbursable in whole or in part, in accordance with the provisions of the contract;

- (6) Complete the performance of such part of the work as shall not have been terminated by the notice of termination;
- (7) Take such action as may be necessary, or as the Procurement Officer may direct, for the protection and preservation of any and all property and/or information related to the contract which is in the possession of the Consultant and in which DHS has or may acquire interest;
- (8) Within ten (10) business days from the effective date of the termination notice, Consultant shall deliver to DHS, copies of all current data, files, program documentation, and other documentation and procedures used in the performance of the contract at no cost to DHS. The Consultant agrees that DHS or its authorized representatives or agents shall have a non-exclusive, royalty-free right to the use of any such documentation.

TERMINATION CLAIMS

After receipt of a notice of termination, the Consultant shall submit to the DHS Contract Administrator any termination claim in the form and with the certification prescribed by the DHS Contract Administrator. Such claim shall be submitted promptly, but in no event later than six (6) months from the effective date of termination.

Upon failure of the Consultant to submit its termination claim(s) within the time allowed, the DHS Contract Administrator may, subject to any review required by any State procedures or laws in effect as of the date of execution of the contract, determine, on the basis of information available to the DHS Contract Administrator, the amount, if any, due to the Consultant by reason of the termination and shall thereupon cause to be paid to the Consultant the amount to be determined.

Upon receipt of the notice of termination, the Consultant shall have no entitlement to receive any amount for lost revenues or anticipated profits or for expenditures associated with this contract. The Consultant shall be paid only the following upon termination:

- At a price mutually agreed by the State and Consultant.

In the event of the failure of the Consultant and State to agree in whole or in part as to the amounts with respect to costs to be paid to the Consultant in connection with the total or partial termination of work pursuant to this provision, the State shall determine on the basis of information available, the amount, if any, due to the Consultant by reason of termination and shall pay to the Consultant the amount so determined.

The Consultant shall have the right to appeal any such determination made by the State as stated in Subsection 41.120, Disputes.

FORCE MAJEURE

If the Consultant is prevented from performing any of its obligations hereunder in whole or in part as a result of a major epidemic, act of God, war, civil disturbances, court order, or any cause beyond its control, the Consultant shall make a good faith effort to perform such obligations through its then-existing facilities and personnel; and such non-performance shall not be grounds for termination for default.

Neither party to this contract shall be responsible for delays or failures in performance resulting from acts beyond the control of either party.

Nothing in this section shall be construed to prevent DHS from terminating this contract for reasons other than default during the period of events set forth above, or for default if such default occurred prior to such event.

G. OWNERSHIP

The STATE shall have complete ownership of all materials, both finished and unfinished, which is developed, prepared, assembled, or conceived by the CONTRACTOR pursuant to this Contract, and all such material shall be considered "works made for hire." All such material shall be delivered to the STATE upon completion, expiration or termination of the Contract. The STATE, in its sole discretion, shall have the exclusive right to copyright any product, concept, or material developed, prepared, assembled, or conceived by the CONTRACTOR pursuant to this Contract.

6. SCOPE OF SERVICES

A. OVERVIEW

The Department of Human Services, Social Services Division Administration Servers and PCs & the Child Welfare Services servers handle critical child and adult data that services the public.

B. BACKGROUND

The SSD Administration PCs and server and the CWS servers are currently running on Windows 2000 software. These sites have not been upgraded since their initial implementation date of approximately 2001.

C. ISSUES

Currently, the DHS SSD Administration LAN server, the Child Welfare Services Branch servers and the SSD Administration PCs are operating with aging, outdated hardware and software systems that are failing and irreparable. This condition renders electronic messaging, document sharing and other daily operations difficult, unpredictable and at times impossible and this ultimately jeopardizes the continued efforts to improve direct client services.

D. REQUIREMENTS

Contractor staff shall consist of highly experience and trained individual in project management, systems programming and administration, mainframe hardware technologies, and in database administration.

This next section describes the key initiatives for this project. The requirements above must be met in providing these capabilities.

E. SERVICES TO BE PERFORMED

The primary purpose of this project is to provide configuration, trouble-shooting support, skills transfer and documentation for the hardware/software that is installed on the DHS network.

The tasks include, but are not limited to the following:

Category 1: Support the replacement of Administration PCs

- Develop an integration plan to incorporate the replacement PCs into the DHS network.
- Architect a PC Image using Altiris Deployment Manager with the following software:
 1. Windows XP
 2. Microsoft Office
 3. IBM Lotus Notes
 4. IBM Host on Demand

5. Altiris Client Management Suite and Carbon Copy
6. Norton Anti-Virus
7. Cisco Security Agent
8. IBM Rescue and Recovery

- Develop a rollout methodology for the PCs.
- Oversee the PC rollout process.
- Provide problem determination assistance during the rollout period.
- Provide skills transfer and documentation on the image process and the rollout methodology.

Category 2: Upgrade the Windows 2000 domain controllers at the main core (Liliuokalani Building) to Windows 2003.

- Architect the upgrade process for three (3) domain controllers as virtual machines on VMware ESX.
- Perform the upgrade process.
- Provide problem determination assistance during the upgrade process.
- Provide skills transfer and documentation on the Windows 2003 domain controllers.

Category 3: Support the replacement of Windows 2000 servers with Windows 2003 servers at SSD Administration (City Center and Waiakamilo Business Center) and the Child Welfare Service sites.

- Architect a Server Image using IBM Director and Remote Deployment Manager.
- Include in the image:
 1. IBM Director and Capacity Manager
 2. Tivoli Storage Manager
 3. Norton Anti-Virus
 4. Cisco Security Agent
- Integrate the Server into Active Directory.
- Develop a replacement strategy.
- Oversee the Server Deployment process.
- Provide problem determination assistance during the rollout period.
- Provide skills transfer and documentation on the image process and the rollout methodology.

Category 4: Provide technical and connectivity support in the operation and maintenance of this network infrastructure for optimal use and flexibility.

- Architect network solutions as required for the LAN and WAN network using Cisco and Juniper technologies.
- Provide configuration support for Cisco Routers, Switches, VPN Concentrators, PIX Firewalls, Juniper Firewalls, Websense Filtering software, and NetIQ logging software.

- Provide network trouble-shooting skills and problem determination assistance as problems occur.
- Provide skills transfer and documentation on the networking options implemented.

F. REQUIREMENTS

The CONTRACTOR must have a proven track record of project management in diverse technical environments. They will be able to provide solid references showing the ability to deliver services in a timely, cost effective manner.

The CONTRACTOR's project team members are expected to have specialized knowledge and experience directly relevant to the needs of this project.

The proposed hour figures will be used in the selection process. The proposal shall also include hourly dollar rates. The hourly rate will be used when providing fixed dollar costs. The actual cost and hours per category for the contract will be based on the actual dollars allotted for the project.

G. KNOWLEDGE TRANSFER

Consultant staff shall provide State Information Technology staff with transfer of knowledge, as requested.

H. WORK PLAN AND SCHEDULE REQUIREMENTS

Contractors will work on various hardware and software implementations (including upgrades and patches): As such they will

- Provide detailed work plans regarding any hardware or software implementation. Work plans shall include timetables, testing requirements, and a implementation plan. Work plans shall identify all necessary State staff that need to be in the loop.
- Obtain sign offs on any work plans from both DHS/OIT and DHS/SSD.
- Appropriately schedule work, so as to maximizing training benefits to State IT staff and to minimize downtime with the DHS end-users. DHS/OIT and DHS/SSD must approve of all work plans prior to start.
- Closely with work the appropriate DHS/OIT and DHS/SSD staff to ensure proper installation of hardware and software, as describe in the work plan.

I. DELIVERABLES

The CONSULTANT shall develop and implement all agreed upon tasks to meet the requirements of this scope of work. Agreed upon implementations and/or modifications shall adhere to the DHS and State Data Processing Network Standards.

The CONSULTANT shall develop and deliver, but is not limited to, all documentation required for State Data Processing Standards. An original must be submitted for each of

the following documents which may be photocopied in addition to an electronic copy. The electronic copy shall be in an agreed upon format.

- Project Plans and Time Schedules
- System Documentation and Diagrams
- Test Plans and Scenarios
- Training Plans
- Training Documents
- Other documents as required by the State

J. TIME OF PERFORMANCE

Contract shall commence no later than November 30, 2006 and shall continue until the project has been completed and accepted.

K. SUPPLEMENTAL SERVICES MAY BE REQUIRED

Offeror acknowledges that other unanticipated system and operational requirements may arise as the scope of services under the contract proceeds. In the event that in order to make the system complete and fully operational and satisfies the State, additional services of the contractor may be required. The Contractor agrees to enter into a supplemental agreement upon request by the State for the additional work. The cost of the additional scope of services will be agreed upon.

L. RESOURCES

1. Personnel

The CONTRACTOR shall provide all necessary personnel required to perform the services under this AGREEMENT as specified in the CONTRACTOR's proposal. Such personnel shall not be deemed to be employees of the State or the Department. This AGREEMENT is for special and temporary services to be provided by the CONTRACTOR as an independent contractor, and all laws applicable to regular and permanent State employees, such as those relating to vacation, sick leave, retirement, health benefits, and civil service classifications, shall not apply to the CONTRACTOR or to its employees.

2. Removal of Personnel

The State shall have the right, and the CONTRACTOR shall comply within a reasonable period of time, to remove any of the CONTRACTOR's personnel from the State's and /or the Department's premises and from all work under this AGREEMENT upon written notification by the Department.

3. Full Time Employees

The CONTRACTOR warrants and represents that all employees assigned to the performance of this AGREEMENT shall be full time employees of the CONTRACTOR, and shall be assigned to the project on a full time basis.

4. Duty to Replace

If any of the CONTRACTOR's personnel assigned to the work under this AGREEMENT leave the employment of the CONTRACTOR or are removed from work on this project as the request of the Department, the CONTRACTOR shall immediately replace such personnel with qualified individual(s) so as not to effect any deliverable dates.

Qualifications of Project Team members

The firm chosen to perform this project will have a proven track record of project management in diverse technical environments. They will be able to provide solid references showing the ability to deliver services in a timely, cost effective manner.

The proposal must identify one working Project Manager. This person will be the primary contact person for the execution of the project. This person must have the following minimum qualifications:

1. Must have a bachelor's degree from an accredited college or university.
2. Must have a minimum of fifteen (15) years Information Technology experience and Technical Project Management experience.
3. Must have a proven record in architecting, designing and implementing complex LAN/WANs with IBM mainframe integration (at least 15 years).
4. Must be proficient with Cisco routers, switches, VPN concentrators, PIX firewalls, and Cisco Security Agent. Must hold CCNA (Cisco Certified Network Associate) certificate.
5. Must be proficient with Microsoft Windows XP and Microsoft Windows 2000 and 2003 server.
6. Must have Lotus Notes and IBM Host on Demand integration skills (5 years).
7. Must have Norton AntiVirus Corporate Edition skills (5 years).
8. Must have Altiris Client Management Suite skills and Tivoli Storage Management skills (3 years).
9. Must be proficient with Juniper Firewalls, Websense Filtering software and NetIQ logging software.
10. Must be proficient with VMware ESX and VMware Virtual Center. Must hold VCP (VMware Certified Professional).

Proposals in response to this document must include specific information on the strategy being proposed to meet the DHS requirements, a management level project plan, specific detailed information on how the individual tasks will be approached, and resumes for key personnel. Also all references which show recent experience related to that required in this document. References must include a contact name, phone number, and details on the work performed, timeframe, and products delivered.

M. MULTI-TERM CONTRACT:

“This is a multi-term contract solicitation that has been deemed to be in the best interest of the State by the Director of Human Services. Consultant shall enter into a contract to provide the services specified herein for an initial thirty-six (36) month period starting upon issuance of the Notice to Proceed letter. If requested, the contract shall be extended without the necessity of re-bidding, for not more than two (2) additional 12-month periods or parts thereof, upon mutual agreement in writing, at least sixty (60) days prior to expiration of the contract, provided that the contract price for the extended period shall remain the same or lower than the initial bid price. Funds are available for only the first year of the initial term of the contract, and the contractual obligation of both parties in each fiscal period succeeding the first year is subject to the appropriation and availability of funds to DHS.

The contract will be cancelled if funds are not appropriated or otherwise made available to support continuation of performance in any fiscal period succeeding the initial term of the contract or if contract found not to be in the best interest of the Department; however, this does not affect either the State’s rights or the Contractor’s (Provider’s) rights under any termination clause of the contract. The State will notify the Contractor (Provider), in writing, at least sixty (60) days prior to the expiration of the contract if the continuation of the contract is being requested for each succeeding contract extension period. In the event of cancellation, as provided in this paragraph, both parties will comply with HRS § 103D-315 (c) and § 3-122-149 (g), HAR.”

N. PURCHASE SUBJECT TO AVAILABLE FUNDS

Funds for this contract are currently available only for the initial term of the contract. The contractual obligation of both parties in each fiscal period succeeding the first initial term is subject to the appropriation and availability of funds to DHS.

The contract will be cancelled if funds are not appropriated or otherwise made available to support continuation of performance in any fiscal period succeeding the initial term of the contract; however, this does not affect either the State’s right or the Consultant’s rights under the termination clauses of the contract. The State will notify the Consultant in writing, at least sixty (60) days prior to the expiration of the contract whether funds are available or not available for the continuation of the contract for each succeeding contract extension period. In the event of cancellation, as provided in this paragraph, both parties will comply with HRS §103D-315(c) and § 30-122-149(g), HAR.

7. PROPOSAL CONTENTS

This section describes the contents and formats designed to ensure completeness in the Proposal Packet for the Offerer's proposal. The intent of the packet is to standardize the proposals to allow for making comparisons and enable equitable measurements for competitive review for awarding the most suitable and lowest responsible cost proposal for the State.

This is not an attempt to limit the contents of any proposal and Offerer(s) may include any additional data and information which is deemed pertinent to the proposal for this RFP. The proposal should provide straightforward and concise delineation of the Offerer's capabilities to satisfy the requirements of this RFP. Prepare proposals without expensive art work, unusual print, or materials not essential to its utility and clarity.

DHS will not pay any costs incurred by Offerers for proposal preparation.

A. GUIDELINES AND OUTLINE

Seven (7) proposals, one original and six (6) copies, of the proposal under sealed cover must be received at the issuing office, before the date and time listed in the Significant Dates. Any proposal received after the date and time will be rejected and returned unopened to the Offerer. Rejection applies to all proposals regardless whether the proposal was mailed or hand-delivered.

In packaging the proposal, the outside cover of the package containing the proposal shall be marked and/or labeled:

PROPOSAL – DHS/SSD-RFP-07-01
OFFERER'S NAME, ADDRESS, PHONE NUMBER
DATE

The Proposal Transmittal Letter must be signed and included in each copy of the proposal packet(s).

The required parts of the proposal packet are:

- 1 Proposal Submission Form
Form letter included in RFP (Attachment B)
- 2 Executive Summary
Condense and highlight the contents of the proposal to provide the Selection Committee with a broad understanding of the entire proposal. In addition, please complete the Proposal Summary form (included in RFP, Attachment B).
- 3 Approach to the Project
Provide an overview of the project with the objective of demonstrating the Offerer's understanding of the RFP requirements. The section should contain a description of how the project will be carried out and why this approach was selected. Also, include anticipated problem areas, if any.

4 Work Plan and Schedule

Provide a detailed task by task work plan for the entire project, including training, testing, conversion activities and other activities if any, with a schedule for each task. Ample time should be allotted for approval of each deliverable. Offerer and State personnel should be listed separately.

Provide a chart, showing the project schedule and milestones.

Provide provisions for handling potential or actual problems.

Any assumptions or constraints identified by the Offerer.

Also include details and method to be used in managing, controlling, and reporting project and project activities.

5 Project Organization and Staffing

Demonstrate how the Offerer's proposed Project team meets or exceeds the required qualifications. Include an organizational chart of team, and discuss functions, estimates of staff-hours, and responsibilities during the phases of the project.

Provide resumes of Project team staff members, including specific experience relevant to this RFP.

Include in discussion, anticipated roles of State personnel.

6 Corporate Background and Experience

Offerer, and background of the company, size and resources, details of corporate experiences relevant to this project, including any and all subcontractors.

7 Client References, including customer name, contact name, phone number.

8 Method of Award:

Reference Responsibility of Contractors in Section 3-122-112, HAR. Contractor shall attach documents with this Agreement to demonstrate compliance with this section.

HRS Chapter 237 tax clearance requirement for award and final payment.

Instructions are as follows:

Pursuant to Section 103D-328, HRS, contractor shall be required to submit a tax clearance certificate issued by the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS). The certificate is valid for six (6) months from the most recent approval stamp date on the certificate and must be valid on the date it is received by the STATE.

The tax clearance certificate shall be obtained on the State of Hawaii, DOTAX *TAX CLEARANCE APPLICATION* Form A-6 (Rev. 2003) which is available at the DOTAX and IRS offices in the State of Hawaii or the DOTAX website, and by mail or fax:

DOTAX Website (Forms & Information):

<http://www.hawaii.gov/tax/alphalist.html#a> DOTAX Forms by

Fax/Mail: (808) 587-7572

1-800-222-7572

Completed tax clearance applications may be mailed, faxed, or submitted in person to the Department of Taxation, Taxpayer Services Branch, to the address listed on the application. Facsimile numbers are:

DOTAX (808) 587-1488
IRS (808) 539-1573

The application for the clearance is the responsibility of the Contractor, and must be submitted directly to the DOTAX or IRS and not to the State.

Contractor is required to submit a tax clearance certificate for final payment on the contract. A tax clearance certificate, not over two months old, with an original green certified copy stamp, must accompany the invoice for final payment on the contract.

HRS Chapters 383 (Unemployment Insurance), 386 (Workers' Compensation), 392 (Temporary Disability Insurance), and 393 (Prepaid Health Care) requirements. Instructions are as follows:

Pursuant to Section 103D-310(c), HRS, Contractor shall be required to submit an approved certificate of compliance issued by the Hawaii State Department of Labor and Industrial Relations (DLIR). The certificate is valid for six (6) months from the date of issue and must be valid on the date it is received by the STATE.

The certificate of compliance shall be obtained on the State of Hawaii, DLIR *APPLICATION FOR CERTIFICATE OF COMPLIANCE WITH SECTION 3-122-112, HAR*, Form LIR#27 which is available at www.hawaii.gov/LIR#27, or at the neighbor island DLIR District Offices. The DLIR will return the form to the Contractor who in turn shall submit it to the State.

The application for the certificate is the responsibility of the Contractor and must be submitted directly to the DLIR and not to the STATE.

Requirement for award. To be eligible for award, the Contractor must comply as follows:

Hawaii Business. A business entity referred to as a "Hawaii business", is registered and incorporated or organized under the laws of the State of Hawaii. As evidence of compliance, Contractor shall submit a *CERTIFICATE OF GOOD STANDING* issued by the Department of Commerce and Consumer Affairs Business Registration Division (BREG). A Hawaii business that is a sole proprietorship, however, is not required to register with the BREG, and therefore not required to submit the certificate. An Offeror's status as a sole proprietorship or other business entity and its business street address indicated on the Contract will be used to confirm that the Offeror is a Hawaii business.

Compliant Non-Hawaii Business. A business entity referred to as a "compliant non-Hawaii business", is not incorporated or organized under the laws of the State of Hawaii but is registered to do business in the State. As evidence of compliance, Contractor shall submit a *CERTIFICATE OF GOOD STANDING*.

To obtain a CERTIFICATE OF GOOD STANDING go online to www.BusinessRegistrations.com and follow the prompt instructions. To register or to obtain a "Certificate of Good Standing" by phone, call (808) 586-2727 (M-F 7:45 to 4:30 HST). The "Certificate of Good Standing" is valid for six months from date of issue and must be valid on the date it is received by the STATE.

Contractors are advised that there are costs associated with registering and obtaining a "Certificate of Good Standing" from the DCCA.

Timely Submission of All Certificates. The above certificates should be applied for and submitted to the STATE as soon as possible. If a valid certificate is not submitted on a timely basis for award of a contract, an offer otherwise responsive and responsible may not receive the award.

Final Payment Requirements. In addition to a tax clearance certificate an original "Certificate of Compliance for Final Payment" (SPO Form-22), will be required for final payment. A copy of the Form is available at www.spo.hawaii.gov. Select "Forms for Vendors/Contractors" from the Chapter 103D, HRS, pop-up menu.

9 Offeror's Legal Name:

Offeror is required to submit its offer using their exact legal name, using the Offer Form. Failure to do so may delay proper execution of the contract.

Offeror's authorized signature shall be an original signature in blue or black ink. If the Offer Form is unsigned or the affixed signature is a facsimile or a photocopy, the proposal shall be automatically rejected unless accompanied by other material containing an original signature, indicating the Offeror's intent to be bound.

B. COST

This section shall include detailed and summary cost proposals by the following categories: 1) Support the replacement of the SSD Administration PCs 2) Upgrade the Windows 2000 domain controllers at the main core to Windows 2003 3) Support the replacement of Windows 2000 servers at SSD Administration and the Child Welfare Service sites and 4) Provide technical and connectivity support in the operation and maintenance of this network infrastructure for optimal use and flexibility. The details shall be broken down by resource's hourly rate and time allotted by category. Also provide an hourly resource staffing rate. The hourly rate(s) shall be used to determine the cost of requested tasks and shall include all applicable taxes.

Offerers shall propose a total price for the entire project. The price will include all costs associated with the project. The cost shall include, but limited to:

1. Design, Development, and Implementation costs.
2. The per diem and transportation costs.
3. Other out-of-pocket expenses.

4. The billing rates used for each of the Offerer's staff.
5. State General Excise Tax of 4.166%.

Provide an hourly rate to provide technical support in the operation and maintenance of the network infrastructure. The hourly rate will be used to provide fixed dollar costs for additional enhancements.

1025 hours should be used as an estimate and will be used for evaluation purposes only. The actual number of hours is dependent upon the proposed hourly rate.

8. EVALUTION CRITERIA AND CONTRACTOR SELECTION

EVALUATION CRITERIA

Evaluation criterias are listed in the relative order of importance. The award will be made to the responsive and responsible bidder whose proposal is determined to be the most advantageous to the State based on the evaluation criteria listed in this section.

-THE TOTAL PERCENT USED
TO SCORE THIS CONTRACT IS 100

1. Staffing – 40 Percent
 - a. The consultant should have Project Management Experience.
 - b. The consultant should have Experience and working knowledge in listed operating systems.
 - c. The consultant should have Experience in formal training of technical personnel.
 - d. The consultant should have Experience and working knowledge as listed in the Resources section.
 - e. Does the vendor have staff in Hawaii to service agencies? Vendor must be able to locate staff on State premises. No travel cost to be expensed to the State.
 - f. Does the offer fulfill the minimum RFP requirements?
 - g. Is the staff size appropriate for servicing the contract?
 - h. Is the proposal specific on key personnel and their required experience levels, resumes included?

2. Systems Development and Project Management – 30 Percent

Points based on the approach to systems development and project management plans of proposal. Proposals with the following criteria, but not limited to, will be scored higher:

- Detailed Project or Work Plan
- Detailed approaches for the Project and Tasks

- Duration of Project.
- Vendor displays an understanding of the requirements.
- Vendor is able to provide all requested tasks.
- Project work plan appears to be technically sound.
- Project schedule meets the States requested timelines.
- Project schedule appears to be in line with the project work plan.

3. Cost – 20 Percent

In converting cost to points, the lowest cost proposal will automatically receive the maximum number of points allocated to cost, 20 points. The point allocations for cost on the other proposals will be determined through the method set out as follows:

[Lowest Cost x 20 points (maximum)] divided by Bidder's Proposal Cost = Percent

4. Proven Vendor – 10 Percent

- a. Has the vendor provided similar services to other customers?
- b. Previous Successful Hawaii DHS experience?

ATTACHMENT A

INTENT TO SUBMIT PROPOSAL FORM
(Following page)

INTENT TO SUBMIT PROPOSAL FORM

Date: _____

[name
address]

Gentlemen:

This is to acknowledge that we have examined the State's RFP No. DHS/SSD-07-01 "REQUEST FOR PROPOSAL TO PROVIDE ASSISTANCE DESIGN, DEVELOP, IMPLEMENT AND MANAGE MODIFICATIONS TO THE EXISTING DHS SSD NETWORK" and we intend to submit a proposal.

Sincerely,

Signature: _____

Name: _____

Title: _____

Company: _____

Mailing Address: _____

Telephone number: _____

Fax number: _____

Email address: _____

ATTACHMENT B

PROPOSAL PACKET
(Following pages)

PROPOSAL SUBMISSION FORM

Lillian B. Koller ESQ., Director
Department of Human Services
State of Hawaii
P.O. Box 339
Honolulu, Hawaii 96813-0339

Dear Ms Koller:

The undersigned has examined and understands RFP No. DHS/SSD-07-01 "REQUEST FOR PROPOSAL TO PROVIDE ASSISTANCE DESIGN, DEVELOP, IMPLEMENT AND MANAGE MODIFICATIONS TO THE EXISTING DHS SSD NETWORK and hereby agrees if selected to furnish and deliver all in strict compliance with the Request for Proposal.

The TOTAL PROPOSAL PRICE IS _____ DOLLARS
(\$ _____), with all applicable taxes included.

Any questions that the State may have regarding this proposal should be directed to:

Name _____

Title _____

Company _____

Address _____

City, State, Zip _____

Telephone _____

The undersigned understands and agrees that:

1. The Department of Human Services reserves the right to reject any and all proposals and to waive any defects, when in the Department's opinion, such rejection or waiver must be made in the best interest of the Department;
2. By submitting this proposal, the undersigned is declaring that the proposal is not in violation of Section 84-15, Hawaii Revised Statutes, concerning prohibited State contracts; and
3. If awarded the Contract, any services performed must be performed in accordance with Section 103-55, Hawaii Revised Statutes.

Respectfully submitted,

**By

Title

*(Affix Corporate Seal)

General Excise Tax License Number

* If the corporate seal is not available at the local or branch office from where the proposal is being made, a corporate certificate, resolution, or letter delegating proper authority may be attached to the proposal as an acceptable substitute.

** Please submit with this proposal evidence of the authority of the signature of this officer to submit in behalf of the company.

Executive Summary

Approach to the Project

Work plan and Schedule

Project Organization and Staffing

Corporate Background and Experience

COST SHEET

Following is the cost form which must be a part of the Cost proposal that the Offerer submits. The Offerer may submit additional detail and explanatory pages; however, this format must be used to summarize the total proposal costs.

Proposing Company: _____

COST SUMMARY

1. **Cost of Category 1: Support the replacement of the SSD Administration PCs**
(Detailed specifications includes (but not limited to) Scope of Services, Category 1)
 - a.

Category 1 (Item Description)	Hours	Hourly Rates	Total
i. _____	_____	_____	_____
ii. _____	_____	_____	_____
iii. _____	_____	_____	_____
 - b. Total for Category 1 w/ all applicable taxes _____

2. **Cost of Category 2: Upgrade the Windows 2000 domain controllers at the main core to Windows 2003**
(Detailed specifications includes (but not limited to) Scope of Services, Category 2)
 - a.

Category 2 (Item Description)	Hours	Hourly Rates	Total
i. _____	_____	_____	_____
ii. _____	_____	_____	_____
iii. _____	_____	_____	_____
 - b. Total for Category 2 w/ all applicable taxes _____

3. **Cost of Category 3: Support the replacement of Windows 2000 servers at SSD Administration and the Child Welfare Service sites**
(Detailed specifications includes (but not limited to) Scope of Services, Category 3)
 - a.

Category 3 (Item Description)	Hours	Hourly Rates	Total
i. _____	_____	_____	_____
ii. _____	_____	_____	_____
iii. _____	_____	_____	_____
 - b. Total for Category 3 w/ all applicable taxes _____

4. **Cost of Category 4: Provide technical and connectivity support in the operation and maintenance of this network infrastructure for optimal use and flexibility**
(Detailed specifications includes (but not limited to) Scope of Services, Category 4)
 - a.

Category 4 (Item Description)	Hours	Hourly Rates	Total
i. _____	_____	_____	_____

ii. _____

iii. _____

b. Total for Category 4 w/ all applicable taxes _____

Total Proposal Cost: Category 1, 2, 3 and 4

Total Cost of Proposal including all applicable taxes _____

Skill Level Hourly Rates

(Please list Skill Levels Hourly Rates that will be used in this contract. These rates shall be used to determine the cost of individual tasks during the contract period.)

Skill Level (Description)	Hourly Rate	Hourly Rate w/Tax
i. _____	_____	_____
ii. _____	_____	_____
iii. _____	_____	_____

CLIENT REFERENCES

The Offerer is required to supply the State with names, addresses, and telephone numbers of three (3) customers for which the Offerer has supplied products and services that are similar to those being requested in this RFP. All work for these references must have been performed within the past two (2) years in the State of Hawaii. Only three (3) references should be submitted in the proposal submission packet.

1. Client Name: _____
Client Address: _____

Reference Name _____
Current Phone: _____
2. Client Name: _____
Client Address: _____

Reference Name _____
Current Phone: _____
3. Client Name: _____
Client Address: _____

Reference Name _____
Current Phone: _____

Contractor's Legal Name

Procurement Officer
 Department of Human Services
 1390 Miller Street, Room 109
 Honolulu, Hawaii 96813

Dear Sir:

The undersigned has carefully read and understands the terms and conditions specified in the Invitation for Bids attached hereto, and in the General Conditions, Appendix B by reference is made a part hereof and attached hereto submits the following offer to perform the work specified herein, all in accordance with the true intent and meaning thereof.

The undersigned further understands and agrees that by submitting this offer, 1) he/she is declaring his/her offer is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited State contracts, and 2) he/she is certifying that the price(s) submitted was (were) independently arrived at without collusion.

The undersigned represents: (Check ☒ **one** only):

- ☐ A **Hawaii business** incorporated or organized under the laws of the State of Hawaii; **or**
☐ A **Compliant Non-Hawaii business** not incorporated or organized under the laws of the State of Hawaii, is or shall be registered at the State of Hawaii Department of Commerce and Consumer Affairs Business Registration Division to do business in the State of Hawaii as a separate branch or division capable of fully performing under the contract. State of Incorporation: _____.

Offeror is a: ☐ Sole Proprietor ☐ Partnership ☐ Corporation ☐ Joint Venture ☐ Other

Hawaii General Excise Tax License No. : _____
 Federal I.D. No.: _____

Respectfully submitted:

Date: _____

Exact Legal Name of Company (Offeror) *

Telephone No.: _____

Authorized Signature

Facsimile No.: _____

Print Name

Email address: _____

Payment address, if other than street address at right: (address, city, state, zip code)

Title

Street Address (Not P.O. Box)

City, State, Zip Code

*If the Offeror shown above is a "dba" or a "division" of a corporation, furnish the exact legal name of the corporation under which the awarded contract will be executed:

OFFER FORM

Electronic Copy

APPENDIX A

AGREEMENT and GENERAL CONDITIONS